

NO MORE APPLICATIONS! COMMUNITY ELIGIBILITY CAN TRANSFORM YOUR SCHOOLS

SNA ANC

Boston

July 2014

Goals for Workshop

- CEP Overview
- Calculator
- Q & A

What is the Community Eligibility Provision (CEP)?

- Alternative approach for offering free school meals to all students in low income areas
- Uses information from other programs, including the Supplemental Nutrition Assistance Program (SNAP) and the Temporary Assistance Program for Needy Families (TANF) instead of traditional paper applications

What do LEAs do under CEP?

- Offer free lunches and breakfasts to all enrolled students for a cycle of 4 years
- Count total lunches and total breakfasts served to students daily
- Do not collect household applications for free and reduced price meals

How are meals claimed?

- Multiply Identified student percentage multiplied by 1.6 equals to determine the % of total meals served that will be reimbursed at the Federal free rate
- The remaining % of total meals is reimbursed at the Federal paid rate
- Meal costs in excess of the total Federal reimbursement must be covered through non-Federal sources

Where did the 1.6 come from?

- Analysis showed that on average for every 10 identified students there were 6 more students certified based on an income application
- If you multiple the identified student percentage by 1.6 you are approximating the free and reduced price percentage
- On average means that some schools will be on the higher end and some on the lower but it serves as a proxy across many low income schools

PARTICIPATION AND ELIGIBILITY

Eligibility requirements and participation procedures

How can LEAs participate?

- Have an identified student percentage of at least 40% as of April 1st of the school year prior to implementing CEP
- Notify the State agency no later than August 31st that they want to participate in CEP (extended from June 30)
- Residential child care institutions may not participate in CEP

What needs to be submitted to participate?

- LEAs must submit the percentage of identified students to their State agency
- The State agency will review the documentation to ensure the LEA
 - Meets the minimum identified student percentage
 - Participates or will participate in both the NSLP and SBP
 - Has a record of administering the meal program in accordance with program regulations

Who are the identified students?

- Identified Students = low income children who are certified for free school meals without the use of a household application
- Students certified based on documentation of benefit receipt or categorical eligibility (e.g. directly certified with SNAP, TANF, FDPIR, categorically eligible – migrant youth, homeless, foster, Head Start, etc.)

Who is in the enrollment count?

- Enrolled Students: students who are enrolled in and attending schools participating in the community eligibility provision and who have access to at least one meal service daily
- Students who do not have access to either breakfast or lunch due to the times they are attending school would not be included in the count of enrolled students.

How is the percentage calculated?

$$\text{Identified Student \%} = \frac{\text{\# of Identified Students}}{\text{Total \# of enrolled students with access to NSLP/SBP}} \times 100$$

The identified student percentage may be determined by:

- An individual participating school
- A group of participating schools in the LEA
- Entire LEA, if all schools participate

How do you group schools?

- LEA groups 3 schools within the district:

	Identified students	Enrollment	ISP
School 1	60	120	50%
School 2	38	100	38%
School 3	150	200	75%
Group of schools	248	420	59%

Total identified students for group (248)
Total enrollment for group (420)

When do we have to cover costs?

- When the level of Federal reimbursement received under CEP is less than the cost of providing all students free meals
- Same as in Provision 2/3 schools
- Same as standard operating procedures when the level of Federal reimbursement is less than the cost of providing meals

How do LEAs continue on CEP?

- Maintain an identified student percentage of at least 40%
- A new identified student percentage may be established each year
- During the 2nd, 3rd and 4th years, the LEA/school may select the higher of the identified student percentage from the:
 - Year directly prior; OR
 - Year prior to the first year of operating CEP
- LEAs/schools in year 4 with an identified student percentage of less than 40% but more than 30% may elect for an additional year (a grace year)

Can LEAs stop CEP?

- LEAs or school(s) may return to standard counting and claiming any time during the school year
- Prior to change and no later than June 30th the LEA must:
 - Notify State agency and for guidance and approval
 - Notify the public and adhere to all certification and verification requirements

NOTIFICATION PROCESS

Annual promotion and outreach

What LEAs are eligible?

- Each year State agencies are required to assemble lists of LEAs in the following categories:
 - Eligible district wide (identified student % at least 40%)
 - Nearly eligible district wide (identified student % at least 30% but less than 40%)
 - Currently operating CEP district wide
 - Currently in the 4th year of CEP and eligible for a grace year

What schools are eligible?

- State agencies and/or LEAs must gather lists of schools in the following categories:
 - Eligible schools (identified student % at least 40%)
 - Near eligible schools (identified student % greater than 30% but less than 40%)
 - Schools currently electing in 4th year and grace year eligible (less than 40% but greater than 30%)

What data can be used for notifications?

- Percentage of students enrolled that are directly certified with SNAP is permitted as a proxy for school level data
- Data collected earlier in the year for October reporting requirements may be used for notifications
- Must note that updated %'s as of April 1st are required for LEAs interested in CEP

HOUSEKEEPING

Impact on other programs, policy statement, transfer students, & important dates

Amending F/R/P meal policy statement

- Amend to include list of all schools participating in CEP
- For each school the following must be included:
 - The initial school year of implementing the special assistance provision
 - The school years the cycle is expected to remain in effect
 - The school year the special assistance provision must be reconsidered
 - Certification that the school(s) meet the criteria for participating

How are transfer students handled?

- For transfers within a LEA between a CEP school to a non-CEP school:
 - the non-CEP school must offer the student free meals for up to 10 operating days
- For transfers between LEAs from a CEP LEA to a non-CEP LEA:
 - it is at the discretion of the non-CEP LEA to offer free meals to the student for up to 10 days

What records should be kept?

- LEAs must retain implementation records for participating schools that include:
 - Data used to calculate identified student percentage
 - Annual selection of identified student percentage
 - Total number of breakfasts and lunches served daily
 - Records of any non-Federal sources used to cover meal costs
 - School-level notification lists provided to State agency

Important dates?

- August 31, 2014
 - Interested and eligible LEAs must notify their State agency of their intent to participate under CEP
- April 1, 2015
 - Identified student percentage must be established for determining the eligibility and the claiming percentages to be used
- April 15, 2015
 - State agencies notify LEAs of districtwide eligibility status and provide guidance and information
 - School level data is collected
- May 1, 2015
 - State agencies post the LEA districtwide and school level lists on website and send the link to FNS
- June 30, 2015
 - Interested and eligible LEAs must notify their State agency of their intent to participate under CEP

GUIDANCE AND RESOURCES

What about other CN programs?

- The CEP free claiming percentage serves as a proxy for free and reduced price certifications (ISP X 1.6)
- May be used when determining school or site eligibility for Child Nutrition Programs
- SP 21-2014: Questions 18 and 19

What about other funding?

- Title I
 - Can use CEP percentage
- E-Rate
 - Use data from last year of non-CEP operations
- State funding
 - Work with State agency to determine options
- <http://www.fns.usda.gov/school-meals/community-eligibility-provision>

USDA Estimator

Community Eligibility Provision (CEP) Monthly Federal Reimbursement Estimator			
Use to <u>estimate</u> the level of Federal reimbursement received under the CEP			
District Name:			
Step 1: Calculating the Identified Student Percentage If grouping schools, use the grouping calculator to assist in determining 1.1 and 1.2. Enter the number of identified students and enrolled students that is reflective of April 1 st in 1.1 and 1.2		Click to define: Identified Students	
1.1) Enter the number of identified students		318	
1.2) Enter the TOTAL student enrollment		580	
Percentage of identified students =		54.83%	
This percentage must be at least 40% to be eligible			
Percentage of meals reimbursed at the Federal FREE rate =		87.72%	
Percentage of meals reimbursed at the Federal PAID rate =		12.28%	
Step 3: Monthly Meal Data Enter in the number of LUNCHES and/or BREAKFASTS served in a month in 3.1 and 3.2			
3.1) Enter the total number of LUNCHES served in a month:		4,000	
3.2) Enter the total number of BREAKFASTS served in a month:		2,000	
Total number of MEALS served in a month:		6,000	
Step 4: Anticipated Participation Change due to serving all FREE meals (for example enter 2 for 2%):		NLSP 1.00%	SBP 2.00%
Total number of LUNCHES reimbursed at FREE rate=		3,544	
Total number of LUNCHES reimbursed at the PAID rate=		496	
Total number of BREAKFASTS reimbursed at FREE rate=		1,790	
Total number of BREAKFASTS reimbursed at the PAID rate=		250	
CEP Difference: This section displays the estimated difference between operating CEP and the current Federal reimbursements and student payments (if applicable). If the differences boxes are green then CEP will generate the same or more Federal revenue, if the box is red then current procedures generate higher Federal Revenue			
Step 2: Federal Reimbursement Rates Select the current reimbursement rates used for each program.		Lunch Breakfast Free \$2.95 \$1.89 Paid \$0.30 0.28 Select "\$0.06" if the SFA is certified for the additional \$0.06. \$0.06	
Estimated CEP Monthly Federal Reimbursements			
Reimbursement for LUNCH =		\$10,843.60	
Reimbursement for BREAKFAST =		\$3,453.10	
Total Reimbursement Level=		\$14,296.70	
Federal Reimbursement per LUNCH=		\$2.68	
Federal Reimbursement per BREAKFAST=		\$1.69	
Optional Comparison: Enter current monthly Federal reimbursements and student payment revenue			
LUNCH=		\$8,596.00	
BREAKFAST=		\$1,659.00	
LUNCH Difference=		\$2,247.60	Total Difference
BREAKFAST difference=		\$1,794.10	\$4,041.70

GROUPING CALCULATOR

Grouping Calculator				Step 1 data for school groupings
Use this calculator to determine the grouped identified student number and enrollment number to enter into Step 1				Total number of identified students in group Enter this figure in 1.1
School Name Enter the name of each school that will be grouped under the same identified student percentage	Identified Students Enter the number of identified students for each school entered in the first column	Enrollment Enter the number of students enrolled in each school entered in the first column	Individual school Identified student percentage	318
John Adams Elementary	90	120	75.00%	Total number of students enrolled in group Enter this figure in 1.2
Paul Revere Elementary	68	100	68.00%	580
Boston Commons Middle	65	110	59.09%	Identified student percentage for group
Boston Terrier High School	95	250	38.00%	54.83%

CEP works!

- Our recently-released evaluation shows that:
 - A large number of eligible districts chose to elect CEP;
 - More than 600 school districts across the 11 States have 1 school participating in CEP totaling 4,000 schools and providing over 1.8 million children access to free meals in the 2013-2014 School Year
 - All seven of the States implementing CEP for two or more years experienced rapid second year growth in the number of eligible districts participating in CEP
 - On average, both participation and per meal reimbursements increased in NLSP and SBP under CEP

RESOURCES FOR SCHOOLS

Flexibilities

- Phased-in Breakfast implementation
- Option to offer a daily meat/meat Alternate at breakfast
- Allowed students to take just one-half cup of fruit or vegetables under OVS
- Removed the starchy vegetable limit
- Pushed out the second sodium target by an additional year
- Lifted the weekly maximums on grain and meat/meat alternates
- Allowed frozen fruit with added sugar
- Clarified allowable whole grain-rich corn products
- Provided two-year flexibility for schools that cannot obtain acceptable whole grain-rich pasta
- Provided Smart Snack exemption for grain-only entrees served at breakfast

Tools for Schools

- Your one-stop guide to nutrition standards for school meals and snacks
 - Free nutrition materials, training, and recipes for school food service
 - Smarter Lunchroom strategies
 - Tips for offering more fruits, vegetables, and whole grain-rich foods
 - Grant opportunities
 - Best practices from other schools
 - Regulations and policies

CEP WEBSITE

<http://www.fns.usda.gov/school-meals/community-eligibility-provision>

We want your feedback!

- Keep sharing your best practices, challenges, and concerns

QUESTIONS

Thank You

- Free lunch and breakfast to all students in a school or group of schools
- Compare estimated reimbursement to estimated participation to determine cost and feasibility of adopting CEP
- August 31st Deadline to elect for 2104-2015 School Year
- Resources are available online
- Share your best practices and challenges